

# Regular Meeting

<b>Agenda Item #</b>	3
<b>Meeting Date</b>	February 12, 2007
<b>Prepared By</b>	Lonni Moffet, Communications Director
<b>Approved By</b>	Barbara B. Matthews City Manager

<b>Discussion Item</b>	Single Reading Ordinance Authorizing a Contract for Newsletter Printing Services
<b>Background</b>	<p>The City's Newsletter is published 11 times a year. The existing printing vendor has changed its work product necessitating identification of a new printer. An RFP was issued in December 2006 and published to the City website. Five printers were contacted, and two printing responses were received on January 8, 2007.</p> <p>The recommended vendor's bid is comparable to the current costs and lower than the other bidder. While both bidders were recommended by references, staff determined that Silver Communications' vendor's qualifications and responsiveness to the scope of services provided a better fit for the type of printing services we require.</p>
<b>Policy</b>	Chapter 7 of the City Code provides that The City Council shall, by ordinance duly enacted, approve all expenditures of \$10,000.00 or more provided, however, that ordinances approving such expenditures may be enacted upon a single reading without being read at two meetings of the City Council prior to adoption, if each such expenditure is specifically authorized in the budget ordinance for the current year or an ordinance revising it and the cost of the procurement is equal to or less than the budgeted amount.
<b>Fiscal Impact</b>	This is a budgeted item. Basic costs for printing the Newsletter and delivering pre-sorted bundles to the Post Office will run approximately \$1050 per 12 page issue, or about \$11,550 per year. Additional costs, identified in the contract, are specified for Inserts (the Recreation Guide three times per year, and other occasional inserts).
<b>Attachments</b>	Draft Single Reading Ordinance.
<b>Recommendation</b>	Approve the attached Ordinance authorizing the City Manager to enter into a contract with Silver Communications for Newsletter Printing Services.
<b>Special Consideration</b>	

Introduced by:

Single Reading:

**ORDINANCE NO. 2007-  
CONTRACT FOR NEWSLETTER PRINTING SERVICES**

**WHEREAS,** the adopted FY07 Budget allocated funding for Newsletter printing; AND

**WHEREAS,** the City received two bids from Printing vendors; AND

**WHEREAS,** Silver Communications was found to offer the lower price as well as more responsiveness to the proposal; AND

**WHEREAS,** Silver Communications is considered by staff to meet all of the established requirements.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF  
TAKOMA PARK, MARYLAND THAT:**

Section 1.     The City Manager or her designee is authorized to enter into a contract with Silver Communications, Corp., for Newsletter Printing Services using the prices outlined in Silver Communications' January 8, 2007 Proposal.

Section 2.     This ordinance shall be effective February 13, 2007.

Adopted this \_\_\_\_ day of February, 2007 by roll-call vote as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT: